

# Social Service Agency

Date: [Insert Date]

To: [Beneficiary's Name]

Address: [Beneficiary's Address]

## **Subject: Case Review Notification**

Dear [Beneficiary's Name],

We hope this letter finds you well. This is to inform you that your case is due for a review on [Insert Review Date]. The purpose of this review is to ensure that you continue to receive the necessary services and support that fit your current needs.

Please prepare the following documents for the review:

- Updated identification documents
- Proof of income
- Any medical documents relevant to your case
- Any other documents that may be necessary

Your participation is important, and we encourage you to reach out with any questions or concerns. If you are unable to attend the scheduled review, please inform us at your earliest convenience so we can make the necessary arrangements.

Thank you for your attention to this matter. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Social Service Agency Name]

[Contact Information]